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BOARDS AND COMMISSIONS HANDBOOK



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CITY OF CHULA VISTA
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C I T Y O F C H U L A V I S T A

BOARDS AND COMMISSIONS HANDBOOK,

[Chula Vista. [City manager]

Munic. admin. Chula Vista
Commission gov't " "

PREPARED BY: T. M. GAGIN
ADMINISTRATIVE INTERN

UNDER THE DIRECTION OF: L. J. WITTENBERG
DEPUTY CITY MANAGER

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CITY OF CHULA VISTA

BOARD OF COMMISSIONERS

RECEIVED BY: T. H. GARRIN
ADMINISTRATIVE SYSTEM

UNDER THE DIRECTION OF: J. J. WITTEBERG
DEPUTY CITY MANAGER

LEGISLATIVE BODY AND PRIMARY OFFICERS

MAYOR: FRANK A. SCOTT

CITY COUNCIL: WILL T. HYDE
LAUREN I. EGDAHL
JAMES E. HOBEL
GREGORY R. COX

CITY MANAGER: LANE F. COLE

CITY CLERK: JENNIE M. FULASZ

CITY ATTORNEY: GEORGE D. LINDBERG

BOARDS AND COMMISSIONS SECRETARY: ANGELA VILLAGOMEZ

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"NONE OF US IS BETTER THAN ALL OF US! . . .
COMMISSIONS WHICH UTILIZE ALL THE RESOURCES
AMONG ITS MEMBERS WILL SOLVE PROBLEMS, RENDER
DECISIONS, AND MAKE ACCOMPLISHMENTS OF A
QUALITY THAT EXCEEDS THE BEST OF ANY
INDIVIDUAL IN THE GROUP."

ANON.

I. INTRODUCTION

TODAY, MORE THAN EVER, THE PUBLIC IS DEMANDING A GREATER VOICE IN THE DETERMINATION OF POLICIES AND OPERATING PROCEDURES OF ALL LEVELS OF GOVERNMENT. THE CITY OF CHULA VISTA HAS ESTABLISHED A NUMBER OF STANDING CITY BOARDS AND COMMISSIONS, AND SPECIAL CITIZENS ADVISORY COMMITTEES TO REVIEW CITY PROGRAMS AND SPECIAL COMMUNITY PROBLEMS. SUCH VEHICLES PROVIDE GREATER PUBLIC INPUT INTO THE CITY GOVERNMENT AND FACILITATE HIGHER QUALITY DECISIONS. THIS "HANDBOOK" FOR BOARD AND COMMISSION MEMBERS HAS BEEN PREPARED TO PROVIDE A STATEMENT OF THE POLICIES AND GUIDELINES GOVERNING THE ROLE AND OPERATION OF CITY BOARDS AND COMMISSIONS AND THEIR RESPECTIVE RESPONSIBILITIES.

INITIALLY, THE HISTORY, GOVERNMENT AND ADMINISTRATIVE ORGANIZATION OF THE CITY ARE RELEVANT IN THIS HANDBOOK TO PROVIDE COMMISSION MEMBERS WITH BASIC PERSPECTIVES OF THE BACKGROUND OF CHULA VISTA. THE "HANDBOOK" THEN COVERS GENERAL OPERATING GUIDELINES FOR ALL CITY BOARDS AND COMMISSIONS AND THEN SPECIFIC SCOPES OF RESPONSIBILITY. THE MOST IMPORTANT SECTIONS OF THE "HANDBOOK" WHICH FOLLOW DEAL WITH THE ROLE AND AUTHORITY OF THE BOARDS AND COMMISSIONS AND THE DUTIES OF INDIVIDUAL COMMISSION MEMBERS. THESE GUIDELINES SHOULD AID COMMISSION MEMBERS WITH THEIR VOLUNTARY EFFORTS.

II. HISTORY OF CHULA VISTA

CHULA VISTA TODAY IS A DYNAMIC MUNICIPALITY LYING MIDWAY BETWEEN THE CITY OF SAN DIEGO AND THE MEXICAN BORDER. THROUGH A CENTURY OF CITIZEN DEDICATION AND DILIGENCE, CHULA VISTA IS NOW SAN DIEGO COUNTY'S SECOND LARGEST CITY (WITH A 1975 POPULATION OF 75,000).

THE SOUTH BAY AREA WAS FIRST INHABITED BY A CLAN OF DIEGUENO INDIANS THAT WERE PREVALENT THROUGHOUT THE AREA. THE ARRIVAL OF THE SPANIARDS IN THE MID-1700'S HAD A GREAT IMPACT ON THE

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DIEGUENO INDIANS. LAND THAT ONCE BELONGED TO THEM NOW FELL INTO THE HANDS OF THE NEWLY ARRIVED CONQUISTADORES. THE FIRST OWNERSHIP OF THE CONQUERED LANDS WENT TO THE CATHOLIC CHURCH, BUT LATER THE KING OF SPAIN AWARDED LAND GRANTS TO DESERVING INDIVIDUALS AND SUBSEQUENTLY THE MEXICAN GOVERNMENT CAME INTO POSSESSION OF LARGE PARCELS OF LAND IN THE AREA.

IN 1845, THE LAST MEXICAN GOVERNOR OF CALIFORNIA GRANTED "RANCHO DE LA NACION" TO JOHN FORSTER. THE 42 SQUARE MILE RANCHO INCLUDED ALL OF CHULA VISTA, NATIONAL CITY, BONITA AND SUNNYSIDE. IN 1846, CALIFORNIA BECAME A UNITED STATES TERRITORY, AND STATEHOOD WAS GRANTED IN 1850. IN 1868, THE KIMBALL BROTHERS, FRAN, WARREN AND LEVI, PURCHASED THE RANCHO FOR \$30,000. THE SOUTH BAY AREA BEGAN ITS DEVELOPMENT WHEN FRANK KIMBALL COMMISSIONED COL. W. D. DICKINSON TO DESIGN THE TOWN SITE WHICH IS NOW CHULA VISTA. PEOPLE BEGAN TO BUILD HOMES, AND CITRUS GROVES SOON APPEARED WHERE THERE ONCE WAS ROLLING MESA LAND. THE CITY THUS BECAME THE CENTER OF THE NATION'S LEMON INDUSTRY, AND A PORT WAS DEVELOPED IN WHAT LATER WOULD BECOME NATIONAL CITY.

IN 1886, WORK BEGAN ON THE SWEETWATER DAM TO MEET THE DEMAND FOR WATER, AND IN 1888 A RAILROAD LINE RUNNING FROM SAN DIEGO THROUGH CHULA VISTA TO SAN YSIDRO WAS COMPLETED. DURING THESE YEARS, CHULA VISTA EXPERIENCED RAPID GROWTH AND MANY PEOPLE MOVED HERE TO ENJOY THE FINE LAND AND PLEASANT WEATHER. THE GROWTH RATE SLOWED DURING THE 1890'S AND EARLY 1900'S, AND CITY RESIDENTS TURNED THEIR MINDS TO THE BUSINESS OF STARTING SCHOOLS, LIBRARIES, MUNICIPAL SERVICES AND THE CREATION OF A REAL COMMUNITY. CHULA VISTA INCORPORATED IN 1911, WITH A POPULATION OF 550 PEOPLE, MOST OF WHOM WERE LEMON GROWERS. WORLD WAR I BROUGHT CHULA VISTA ITS FIRST MANUFACTURING INDUSTRY, THE HERCULES POWDER PLANT, LOCATED ON THE BAYFRONT AT THE FOOT OF "D" STREET. WITH THE ADVENT OF WORLD WAR II, LEMON PRODUCTION DECLINED AND MANUFACTURING INCREASED. IN 1941, ROHR AIRCRAFT CORPORATION MOVED ITS PLANT FROM SAN DIEGO TO CHULA VISTA AND STILL MAINTAINS ITS ORIGINAL SITE AT THE FOOT OF "H" STREET. NEW HOMES BEGAN REPLACING LEMON GROVES AND THE POPULATION IN THE YEARS 1940 THROUGH 1948 GREW FROM 5,240 TO 16,505. DESPITE THE DECLINE IN AGRICULTURE, CHULA VISTA STILL REMAINS AN IMPORTANT TRUCK GARDEN AREA, PRODUCING YEAR-ROUND CROPS.

DURING THE 1950'S AND 1960'S AND 1970'S, CHULA VISTA EXPERIENCED A PERIOD OF SIGNIFICANT GROWTH AND AN INCREASE IN PRIVATE/PUBLIC IMPROVEMENTS. THE POPULATION ROSE FROM 16,505 (1940) TO 75,126 (1975). A NEW CIVIC CENTER WAS CONSTRUCTED IN 1951, AND ENLARGED AND MODERNIZED IN 1969. NEW INDUSTRY ENTERED THE CITY

WHILE OLDER PLANTS EXPANDED AND MODERNIZED. THE CITY'S REGIONAL SHOPPING CENTER SERVES THE ENTIRE SOUTH BAY COMMUNITY, OFFERING A WIDE VARIETY OF RETAIL SERVICES TO THE BUYING PUBLIC. THE RECENT EXPANSION OF INTERSTATE 5 AND THE COMPLETION OF INTERSTATE 805 HAVE FURTHER BROADENED THE CITY'S TRADE AREA.

WITH THE GROWTH CHULA VISTA HAS EXPERIENCED IN THE PAST FOUR DECADES, STEPS HAVE BEEN TAKEN TO PROMOTE QUALITY COMMERCIAL AND RESIDENTIAL DEVELOPMENT, WHILE AT THE SAME TIME PRESERVING THE ENVIRONMENTAL AND AESTHETIC QUALITY OF THE COMMUNITY. CONSCIENTIOUS BOARD AND COMMISSION MEMBERS ARE ESSENTIAL IN ATTAINING THIS GOAL OF PRESERVING THE CITY'S ATTRACTIVE RESIDENTIAL ENVIRONMENT WITHOUT DISCOURAGING COMMERCIAL DEVELOPMENT.

III. CITY GOVERNMENT

THE CITY OF CHULA VISTA IS GOVERNED BY A FIVE MEMBER CITY COUNCIL, CONSISTING OF FOUR COUNCILMEN AND THE MAYOR. THE COUNCIL IS ELECTED AT-LARGE TO STAGGERED FOUR-YEAR TERMS ON EVEN YEARS. THE MAYOR IS ELECTED AT-LARGE TO A FOUR-YEAR TERM, BUT ON AN ODD YEAR.

REGULAR MEETINGS OF THE CITY COUNCIL ARE HELD AT 7:00 P.M. ON THE FIRST FOUR TUESDAYS OF EACH MONTH IN THE CITY HALL COUNCIL CHAMBERS. IF A MEETING FALLS ON A LEGAL HOLIDAY, THE MEETING IS HELD ON THE NEXT BUSINESS DAY.

THE CITY COUNCIL IS THE GOVERNING BODY OF THE CITY AND POSSESSES VARIOUS LEGISLATIVE, EXECUTIVE AND JUDICIAL POWERS. IT MAY EXERCISE ALL THE REGULATORY AND CORPORATE POWERS OF A MUNICIPAL CORPORATION PROVIDED UNDER STATE LAW, AND IS HELD ACCOUNTABLE BY THE ELECTORATE FOR SUCH ACTIONS.

CHULA VISTA IS A CHARTER CITY AND OPERATES UNDER THE COUNCIL-MANAGER FORM OF GOVERNMENT. IN CALIFORNIA, THERE ARE TWO CLASSES OF CITIES, CHARTERED OR GENERAL LAW. BOTH CLASSES OF CITIES HAVE A BROAD GRANT OF POWER AND ENJOY CONSIDERABLE FREEDOM IN THE FORM OF GOVERNMENT WHICH MAY BE ESTABLISHED AND THE TYPE OF ACTIVITIES IN WHICH THEY MAY ENGAGE. AS A RULE, CHARTER CITIES HAVE A BROADER SCOPE OF LOCAL AUTHORITY BECAUSE THEY OPERATE FROM LOCALLY ADOPTED CHARTERS AND ARE NOT RESTRICTED TO THE EXERCISE OF POWERS SPECIFICALLY SET FORTH IN STATE GENERAL LAW.

ENCLOSED IS AN ORGANIZATION CHART OUTLINING IN DIAGRAMMATIC FORM THE RELATIONSHIP OF ELECTED OFFICIALS, APPOINTED COMMISSIONS, AND ADMINISTRATIVE DEPARTMENTS OF THE CITY. CITY COUNCILMEN ARE NOT FULL-TIME OFFICIALS AND RETAIN THEIR POSITIONS IN PRIVATE INDUSTRY,

BUSINESS OR IN A CHOSEN PROFESSION. THE COUNCIL APPOINTS A CITY MANAGER TO BE ITS ADMINISTRATIVE AGENT AND INVESTS IN HIM THE RESPONSIBILITY OF CARRYING OUT THEIR GENERAL POLICY. HE, THEREFORE, MANAGES THE DAY-TO-DAY AFFAIRS OF THE CITY. THE COUNCIL-MANAGER FORM OF GOVERNMENT HAS ATTAINED RECOGNITION AS THE BEST OF FULL-TIME PROFESSIONAL SERVICES IN CITY ADMINISTRATION WITH THE FINEST TALENTS THE COMMUNITY HAS TO OFFER IN ITS LOCALLY ELECTED OFFICIALS.

APPOINTED OFFICERS

CITY MANAGER

THE CITY MANAGER, APPOINTED BY THE CITY COUNCIL, IS RESPONSIBLE FOR THE OVERALL ADMINISTRATION OF THE CITY IN RESPONSE TO POLICIES AND PROGRAMS ESTABLISHED BY THE CITY COUNCIL. THE CITY MANAGER IS RESPONSIBLE FOR FORECASTING THE PROGRAM AND SERVICE NEEDS OF THE CITY AND THEIR RELATED FINANCIAL, PERSONNEL AND CAPITAL IMPROVEMENT REQUIREMENTS.

CITY ATTORNEY

THE CITY ATTORNEY, APPOINTED BY THE CITY COUNCIL, IS RESPONSIBLE FOR PROVIDING NECESSARY LEGAL SERVICES AND GUIDANCE TO INSURE THAT CITY FUNCTIONS ARE PERFORMED ON A SOUND LEGAL BASIS. THE CITY IS ALSO RESPONSIBLE FOR PROSECUTION OF VIOLATIONS OF THE CITY'S MUNICIPAL CODE.

CITY CLERK

THE CITY CLERK, APPOINTED BY THE CITY COUNCIL, IS RESPONSIBLE FOR RECORDING AND MAINTAINING A FULL RECORD OF ALL PROCEEDINGS AT THE CITY COUNCIL MEETING. THE CLERK IS ALSO RESPONSIBLE FOR THE KEEPING OF ALL CITY RECORDS, PUBLICATIONS AND LEGAL NOTICES, COUNCIL AGENDA AND COUNCIL MAILINGS.

OPERATING DEPARTMENTS

OPERATING DEPARTMENTS ARE RESPONSIBLE TO AND REPORT TO THE CITY MANAGER THROUGH ESTABLISHED POLICIES OF THE CITY COUNCIL.

BUILDING AND HOUSING DEPARTMENT - IS RESPONSIBLE FOR INSURING THAT ALL LOCAL AND STATE LAWS PERTAINING TO THE CONSTRUCTION OF BUILDINGS AND STRUCTURES ARE ENFORCED. THE DEPARTMENT PROVIDES TECHNICAL GUIDANCE FOR COMMUNICATION SYSTEMS AND PERFORMS SKILLED

WORK IN THE INSTALLATION AND MAINTENANCE OF COMMUNICATION EQUIPMENT. ALSO, THE DEPARTMENT IS RESPONSIBLE FOR MAINTENANCE OF CITY BUILDINGS.

COMMUNITY DEVELOPMENT - IS RESPONSIBLE FOR THE REDEVELOPMENT OF BLIGHTED AREAS, THE MAINTENANCE OF SOUND DEVELOPMENT POLICY AND THE EXPANSION OF UNDERDEVELOPED AREAS OF THE COMMUNITY. THE DEPARTMENT ALSO UNDERTAKES PROJECTS THAT AIM AT IMPROVING THE OVERALL QUALITY OF LIFE IN CHULA VISTA. IT CLOSELY COORDINATES ITS ACTIONS WITH SEVERAL OTHER CITY DEPARTMENTS TO EFFECT IMPROVEMENTS IN DESIGNATED PROJECT AREAS.

FINANCE DEPARTMENT - IS RESPONSIBLE FOR THE FINANCIAL CONTROL ACCOUNT, AND VARIOUS LICENSE ADMINISTRATION (E.G., BUSINESS) FUNCTIONS. ONE OF THE MAJOR DUTIES OF THE DIRECTOR OF FINANCE IS ASSISTING THE CITY MANAGER IN PREPARING AND COMPILING THE ANNUAL OPERATING AND CAPITAL BUDGETS.

FIRE DEPARTMENT - PERFORMS THE FUNCTIONS OF FIRE SUPPRESSION/ EXTINGUISHMENT, AND FIRE PREVENTION ACTIVITIES INCLUDING INSPECTIONS. FIRE SAFETY EDUCATION PROGRAMS ARE PROVIDED TO REQUESTING GROUPS. PUBLIC ASSISTANCE IS AVAILABLE IN AREAS SUCH AS EMERGENCY FIRST AID, RESCUE, CARDIO-PULMONARY RESUSCITATION AND WATER DAMAGE ASSISTANCE TO BUSINESSES AND HOUSEHOLDS. ASSISTANCE TO AND FROM NEIGHBORING FIRE JURISDICTIONS IS MADE VIA AUTOMATIC RESPONSE AND MUTUAL AID AGREEMENTS.

LIBRARY DEPARTMENT - ACTS AS A CENTER FOR CONTINUING EDUCATION IN THE COMMUNITY. AS SUCH, THE LIBRARY PROVIDES ALL TYPES OF EDUCATIONAL AND REFERENCE MATERIALS AND RELATED SERVICES TO THE COMMUNITY. EDUCATIONAL AIDS MAY BE IN THE FORM OF READING MATTER (BOTH LEISURE AND TECHNICAL), AND AUDIO-VISUAL MATERIALS.

PARKS AND RECREATION DEPARTMENT - IS RESPONSIBLE FOR ADMINISTERING A BROAD PROGRAM OF ORGANIZED PARK AND RECREATIONAL ACTIVITIES DESIGNED TO SERVE ALL AGE GROUPS. THE DEPARTMENT'S PROGRAMS ARE CONDUCTED AT VARIOUS PARKS, RECREATION CENTERS, SCHOOL SITES AND SPECIAL FACILITIES THROUGHOUT THE CITY. THE DEPARTMENT IS ALSO RESPONSIBLE FOR THE OPERATION OF THE CHULA VISTA MUNICIPAL GOLF COURSE.

PERSONNEL DEPARTMENT - ADMINISTERS THE CITY'S SALARY PLAN, FRINGE BENEFITS PLAN, RETIREMENT PROGRAM, POSITION CLASSIFICATION PLAN, SAFETY PROGRAM, EMPLOYEE TRAINING AND DEVELOPMENT AND THE FORMULATION OF PROGRAMS TO IMPROVE EMPLOYEE PERFORMANCE. THE PERSONNEL DIRECTOR HAS MAJOR RESPONSIBILITIES

IN THE AREA OF EMPLOYER-EMPLOYEE RELATIONS AND FREQUENTLY LEADS SELECTED CITY NEGOTIATING TEAMS DURING MEET AND CONFER SESSIONS WITH LOCALLY RECOGNIZED EMPLOYEE ORGANIZATIONS.

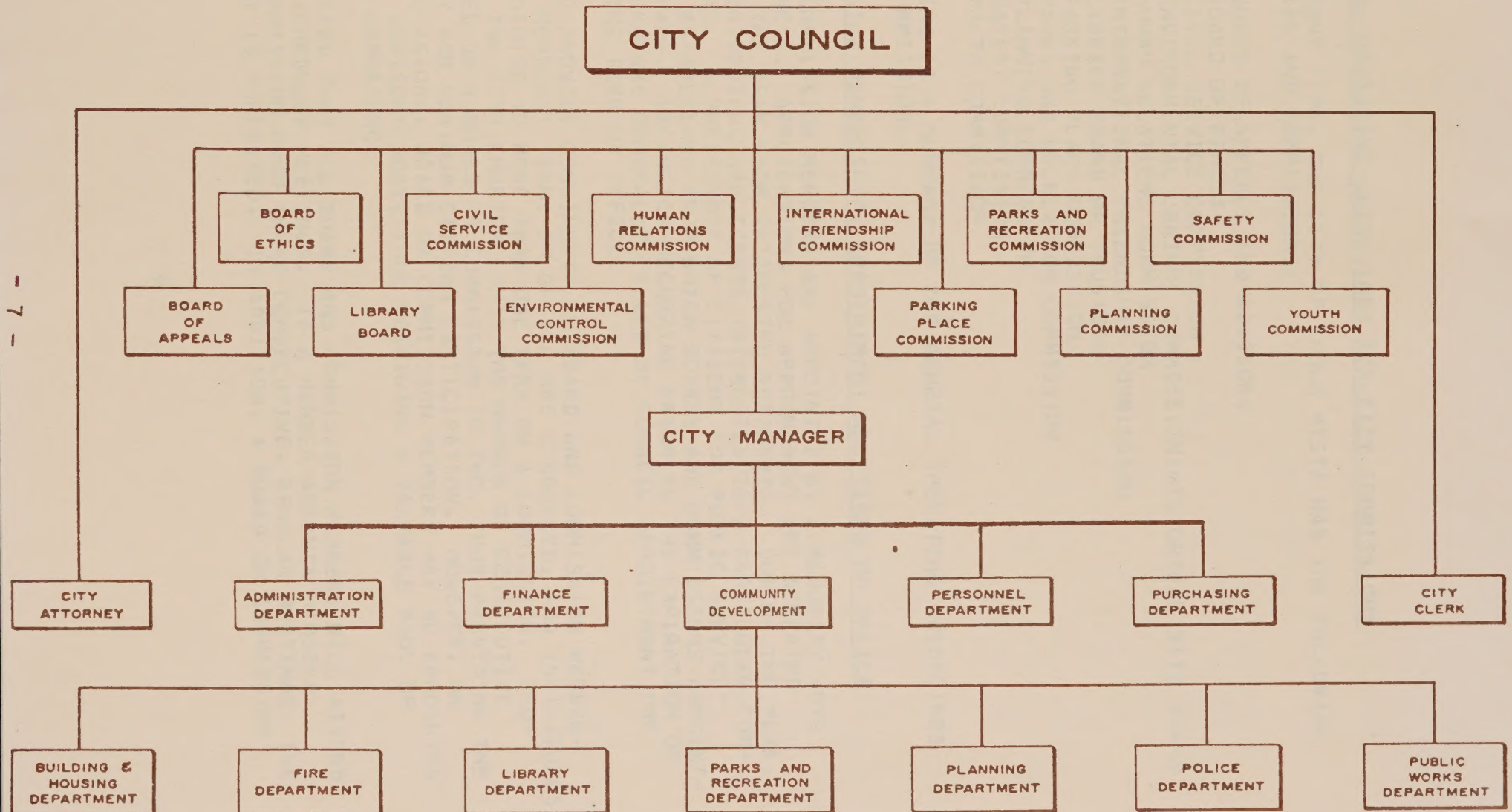
PLANNING DEPARTMENT - IS RESPONSIBLE FOR ADVANCED, CURRENT AND DESIGN PLANNING FOR THE CITY OF CHULA VISTA. THIS DEPARTMENT PROVIDES STAFF SERVICES TO THE PLANNING COMMISSION AS WELL AS TO THE CITY COUNCIL AND ASSISTS THESE BODIES IN SETTING DEVELOPMENT STANDARDS AND MAKING LAND USE DECISIONS. THE PLANNING DEPARTMENT IS ALSO RESPONSIBLE FOR ADMINISTERING THE CITY'S GENERAL PLAN AND ZONING REGULATIONS.

POLICE DEPARTMENT - PERFORMS ENFORCEMENT OF STATE AND LOCAL LAWS INVOLVING CRIME PREVENTION, CRIME INVESTIGATION, AND OFFENDER APPREHENSION. MAJOR SECTIONS ARE THE INVESTIGATIVE DIVISION, SERVICES DIVISION, AND THE UNIFORM DIVISION, WHICH INCLUDES AN ANIMAL REGULATION UNIT. ONGOING EFFORTS ARE MADE TO BOTH INCREASE PUBLIC AWARENESS OF LAW ENFORCEMENT ISSUES, AND IMPROVE PEACE OFFICER KNOWLEDGE OF COMMUNITY/NEIGHBORHOOD CHARACTER.

PUBLIC WORKS DEPARTMENT - PROVIDES ENGINEERING RIGHT-OF-WAY, DESIGN, SURVEYING, AND TRAFFIC ENGINEERING SERVICES. THIS DEPARTMENT RECOMMENDS AND DESIGNS THE NECESSARY PUBLIC IMPROVEMENTS TO MEET THE STREET AND CIRCULATION, PARKING, STORM DRAIN AND OTHER RELATED CAPITAL PROJECT NEEDS OF THE CITY. THE CITY'S BUS LINE CONTRACTS WITH SAN DIEGO TRANSIT CORPORATION AND AZTEC BUS LINE ARE ADMINISTERED BY THE DEPARTMENT.

PURCHASING DEPARTMENT - IS RESPONSIBLE FOR PROCUREMENT OF SUPPLIES, EQUIPMENT AND SERVICES NEEDED BY THE CITY DEPARTMENTS IN THEIR OPERATION. THIS INVOLVES PREPARING SPECIFICATIONS AND PROPOSAL FORMS TO ASSURE THE PROCURING OF MATERIAL OF THE HIGHEST QUALITY FOR THE BEST POSSIBLE PRICE.

CITY OF CHULA VISTA ORGANIZATION CHART



IV. GENERAL OPERATING GUIDELINES FOR CITY COMMISSIONS

AT THE PRESENT TIME, THE CITY OF CHULA VISTA HAS THE FOLLOWING TWELVE BOARDS AND COMMISSIONS:

1. BOARD OF APPEALS AND ADVISORS
2. BOARD OF ETHICS
3. CIVIL SERVICE COMMISSION
4. ENVIRONMENTAL CONTROL COMMISSION/HISTORICAL SITE BOARD
5. HUMAN RELATIONS COMMISSION
6. INTERNATIONAL FRIENDSHIP COMMISSION
7. LIBRARY BOARD OF TRUSTEES
8. PARKING PLACE COMMISSION
9. PARKS AND RECREATION COMMISSION
10. PLANNING COMMISSION
11. SAFETY COMMISSION
12. YOUTH COMMISSION

THE FOLLOWING IS A SUMMARY OF THE GENERAL OPERATING GUIDELINES FOR CITY COMMISSIONS:

A. COMMISSION MEMBERSHIP, APPOINTMENT AND TERMS OF OFFICE

CHARTERED COMMISSION MEMBERS ARE APPOINTED BY A MAJORITY VOTE OF THE COUNCIL. APPLICATIONS FOR APPOINTMENT ARE ACCEPTED THROUGHOUT THE YEAR FROM INTERESTED RESIDENTS. DURING THE YEAR, THE MAYOR INTERVIEWS APPLICANTS INTERESTED IN A PARTICULAR COMMISSION SEAT. A "RESERVOIR OF CITIZENS FOR PUBLIC SERVICE" LISTING IS ESTABLISHED FROM WHICH BOARDS AND COMMISSIONS APPOINTMENTS ARE MADE. VACANCIES OCCURRING PRIOR TO THE EXPIRATION OF A NORMAL TERM ARE GENERALLY FILLED BY COUNCIL APPOINTMENT FOR THE REMAINING TERM OF OFFICE.

IN ORDER TO PROVIDE CONTINUITY IN BOARD AND COMMISSION MEMBERSHIPS, THE MEMBERS' TERMS OF OFFICE ARE STAGGERED, AND INDIVIDUALS MAY BE APPOINTED TO MORE THAN ONE TERM ON A COMMISSION. PROVISIONS OF THE CITY CHARTER LIMIT THE NUMBER OF CONSECUTIVE TERMS SERVED ON A BOARD OR COMMISSION TO TWO, THUS PROVIDING THE OPPORTUNITY FOR MAXIMUM CITIZEN PARTICIPATION. HOWEVER, ON SELECTED OCCASIONS, BOARD OR COMMISSION MEMBERS MAY BE APPOINTED TO ANOTHER ADVISORY BODY, THUS RETAINING A VALUABLE POOL OF TALENT AND EXPERIENCE.

IT IS EXPECTED THAT ALL BOARD AND COMMISSION MEMBERS WILL ATTEND REGULARLY SCHEDULED MEETINGS. IF A MEMBER ABSENTS HIMSELF WITHOUT PERMISSION FROM THREE CONSECUTIVE, REGULAR MEETINGS, THE APPOINTMENT IS FORFEITED. IN ADDITION, A BOARD OR COMMISSION

MEMBER MAY BE REMOVED FROM OFFICE AT ANY TIME BY MAJORITY VOTE OF THE CITY COUNCIL.

B. COMMISSION ORGANIZATION AND OPERATING PROCEDURES

ALL CITY BOARDS AND COMMISSIONS MUST ELECT A CHAIRMAN AND OTHER SUCH OFFICERS. THESE NORMALLY SERVE FOR ONE YEAR. IT IS THE RESPONSIBILITY OF EACH CHAIRMAN TO ENSURE THE AGENDA IS PREPARED AND THAT ITEMS ARE HANDLED EXPEDITIOUSLY. EACH COMMISSION IS RESPONSIBLE FOR ESTABLISHING BY-LAWS AND SETTING FORTH SPECIFIC RULES AND OPERATING PROCEDURES FOR THAT BOARD OR COMMISSION. THE BY-LAWS SHOULD PROVIDE FOR AN EQUITABLE PROCEDURE FOR THE COMMISSION TO REVIEW ITEMS FOR CONSIDERATION AND TO ALLOW FOR PUBLIC COMMENTS. A WRITTEN AGENDA FOR ALL BOARD AND COMMISSION MEETINGS IS PREPARED IN ADVANCE BY THE COMMISSION SECRETARY AFTER CONSULTATION WITH VARIOUS CHAIRMEN. COPIES OF THE AGENDA ARE FORWARDED TO THE CITY COUNCIL, CITY CLERK, CITY MANAGER, AND OTHER DESIGNATED CITY STAFF PRIOR TO BOARD OR COMMISSION MEETINGS. NOTICE OF REGULAR COMMISSION MEETINGS MUST BE POSTED AT DESIGNATED PLACES IN THE CITY AND AT ALL PUBLIC FACILITIES PRIOR TO THE MEETING. AGENDA OF REGULAR BOARD OR COMMISSION MEETINGS MUST ALSO BE AVAILABLE TO THE PUBLIC PRIOR TO THE MEETING. COMMISSION AGENDAS, WHICH SHOULD FOLLOW THE FORMAT PRESCRIBED, MUST ALLOW FOR DISCUSSION OF CITIZEN COMMUNICATIONS, ORAL COMMUNICATIONS, AND BOARD AND COMMISSION CONSIDERATION OF MATTERS REFERRED BY THE CITY COUNCIL, CITY MANAGER AND DEPARTMENT STAFF. THE BOARDS AND COMMISSIONS SHOULD ALLOW FOR PUBLIC COMMENT ON THOSE AGENDA ITEMS WHERE (1) THE PUBLIC INPUT IS REASONABLY EXPECTED, AND (2) IT WILL CONTRIBUTE TO CONSIDERATION OF THE MATTER BY THE COMMISSION. SUPPORTING DOCUMENTS AND MATERIALS ON AGENDA ITEMS ARE FORWARDED TO COMMISSION MEMBERS BY THE COMMISSION SECRETARY IN ADVANCE TO ALLOW THEM SUFFICIENT TIME TO REVIEW AGENDA ITEMS PRIOR TO THE MEETING. COMMISSIONS SHOULD REVIEW ITEMS REFERRED TO THEM BY THE CITY COUNCIL THROUGH THE FOLLOWING PROCESSES:

1. DEFINITION OF SPECIFIC PROBLEMS OR ISSUE;
2. EVALUATION OF ALTERNATIVE COURSES OF ACTION; AND
3. RECOMMENDATIONS TO THE CITY COUNCIL ON ONE OF THE ALTERNATIVES EVALUATED.

THE BOARDS AND COMMISSIONS SECRETARY IS SELECTED BY, AND REPORTS TO, THE CITY MANAGER'S OFFICE. THIS STAFF MEMBER IS RESPONSIBLE FOR MAINTAINING RECORDS OF RESOLUTIONS, TRANSACTIONS, FINDINGS, AND OTHER DETERMINATIONS. MINUTES MUST BE TAKEN OF EVERY REGULAR AND SPECIAL BOARD OR COMMISSION MEETING. EACH BOARD AND COMMISSION MUST REVIEW AND APPROVE THE MINUTES OF ALL MEETINGS. COMMISSION MEETINGS ARE ALSO TAPED IN A MANNER PRESCRIBED BY

THE CITY BOARDS AND COMMISSIONS SECRETARY.

ALL BOARDS AND COMMISSIONS ARE REQUESTED TO MEET AT LEAST ONCE A MONTH, EXCEPT THE PLANNING COMMISSION, WHICH MEETS TWICE A MONTH. SPECIAL MEETINGS OF THE BOARDS AND COMMISSIONS MAY BE CALLED BY THE CHAIRMAN AS NECESSARY. NO BUSINESS MAY BE TRANS-
ACTED IF A QUORUM (MAJORITY) OF THE MEMBERSHIP IS NOT PRESENT. ALTHOUGH REGULAR COMMISSION MEETINGS MUST BE HELD IN THE CIVIC CENTER COMPLEX, UNLESS PROVIDED OTHERWISE BY THE CITY COUNCIL, MEETINGS MAY BE HELD IN OTHER CITY FACILITIES OR NEIGHBORHOOD CENTERS ON OCCASION TO PROMOTE FURTHER PUBLIC PARTICIPATION. ALL ACTIONS TAKEN BY BOARDS AND COMMISSIONS MUST BE BASED ON A MAJORITY VOTE IN ACCORDANCE WITH ADOPTED RULES OF STANDARD PARLIAMENTARY PROCEDURE. A MAJORITY VOTE CONSTITUTES A MAJORITY OF THE ENTIRE COMMISSION MEMBERSHIP UNLESS OTHERWISE PROVIDED. ALL ABSTENTIONS MUST BE EXPLAINED IN SUFFICIENT DETAIL IN THE MINUTES OF THE MEETING.

FINALLY, EACH CITY BOARD OR COMMISSION IS PROVIDED WITH AN ANNUAL ALLOWANCE TO ENABLE COMMISSION MEMBERS TO ATTEND MEETINGS, SEMINARS, AND CONFERENCES HELD WITHIN THE STATE OF CALIFORNIA WHICH DIRECTLY RELATE TO THE COMMISSION'S SCOPE OF RESPONSIBILITY. EACH COMMISSION IS RESPONSIBLE FOR CONTROLLING THE ALLOCATION OF THESE FUNDS. THE USE OF THESE FUNDS MUST BE IN ACCORDANCE WITH THE CITY COUNCIL'S APPROVED ANNUAL BUDGET.

RALPH M. BROWN ACT

THE RALPH M. BROWN ACT, CALIFORNIA GOVERNMENT CODE SECTION 54950, ET. SEQ., ENACTED IN 1953, DETAILS THE VARIOUS REQUIREMENTS TO BE FOLLOWED BY LOCAL LEGISLATIVE BODIES, INCLUDING ADVISORY BOARDS AND COMMISSIONS, IN CONDUCTING THEIR MEETINGS. THE LEGISLATIVE INTENT OF THE ACT READS AS FOLLOWS:

"54950. IN ENACTING THIS CHAPTER; THE LEGISLATURE FINDS AND DECLARES THAT THE PUBLIC COMMISSIONS, BOARDS AND COUNCILS, AND OTHER PUBLIC AGENCIES IN THIS STATE EXIST TO AID IN THE CONDUCT OF THE PEOPLES' BUSINESS. IT IS THE INTENT OF THE LAW THAT THEIR ACTIONS BE TAKEN OPENLY AND THAT THEIR DELIBERATIONS BE CONDUCTED OPENLY. THE PEOPLE OF THE STATE DO NOT YIELD THEIR SOVEREIGNTY TO THE AGENCIES WHICH SERVE THEM. THE PEOPLE, IN DELEGATING AUTHORITY, DO NOT GIVE THEIR PUBLIC SERVANTS THE RIGHT TO DECIDE WHAT IS GOOD FOR THE PEOPLE TO KNOW AND WHAT IS NOT GOOD FOR THEM TO KNOW. THE PEOPLE INSIST ON REMAINING INFORMED SO THAT THEY MAY RETAIN CONTROL OVER THE INSTRUMENTS THEY HAVE CREATED."

THE ACT STATES THAT ALL MEETINGS OF CITY BOARDS AND COMMISSIONS SHALL BE OPEN TO THE PUBLIC AND ALL PERSONS SHALL BE PERMITTED TO ATTEND PRACTICALLY ANY MEETING, INCLUDING STUDY SESSIONS AND OTHER INFORMAL CONFERENCES. THERE ARE, HOWEVER, CERTAIN STATUTORY AND CASE LAW EXCEPTIONS WHICH ARE GENERALLY NOT APPLICABLE TO BOARD AND COMMISSION MEETINGS. CITY COUNCIL CLOSED SESSIONS ARE ALLOWED FOR:

1) "PERSONNEL MATTERS" (GOVERNMENT CODE 54957) TO CONSIDER THE APPOINTMENT, EMPLOYMENT OR DISMISSAL OF A PUBLIC EMPLOYEE OR OFFICIAL, OR TO HEAR COMPLAINTS BROUGHT AGAINST ANOTHER PUBLIC EMPLOYEE UNLESS THE ACCUSED REQUESTS A PUBLIC HEARING.

2) "LITIGATION" WHERE THE CONFIDENTIALITY BETWEEN LEGAL COUNSEL AND CLIENT WOULD BE IN JEOPARDY.

3) "INSTRUCTING EMPLOYEE RELATIONS REPRESENTATIVES" (GOVERNMENT CODE 54957.6) WHICH ALLOWS FOR OFFICIAL EMPLOYEE-RELATIONS REPRESENTATIVES TO COMMUNICATE WITH THE LEGISLATIVE BODY IN CLOSED SESSIONS WHILE PREPARING FOR, AND PARTICIPATING IN, NEGOTIATIONS.

THE ACT STATES THAT THE BOARD OR COMMISSION SHALL STATE A TIME FOR HOLDING REGULAR MEETINGS, AND FURTHER PROVIDES THAT IF IT IS

NECESSARY FOR THE BODY TO MEET AT TIMES OTHER THAN AT A REGULAR MEETING, THE BOARD OR COMMISSION CAN CALL A SPECIAL MEETING BY GIVING PROPER 24-HOUR NOTICE TO ITS MEMBERS AND TO THE NEWS MEDIA. SUCH MEETINGS SHALL NORMALLY BE OPEN TO WHOEVER WISHES TO ATTEND. THE CALL AND NOTICE SHALL SPECIFY THE TIME AND PLACE OF THE MEETING AND THE BUSINESS TO BE TRANSACTED. NO OTHER BUSINESS SHALL BE CONSIDERED AT SUCH MEETINGS.

BOARD AND COMMISSION MEMBERS CAN BE CONVICTED OF A MISDEMEANOR IF A MEETING IS ATTENDED AND ACTION TAKEN IN VIOLATION OF THE PROVISIONS OF THE BROWN ACT. "ACTION TAKEN" IS DEFINED TO MEAN A COLLECTIVE DECISION, COMMITMENT OR PROMISE BY A MAJORITY OF THE MEMBERS OF SUCH A BODY TO MAKE A POSITIVE OR NEGATIVE DECISION, OR AN ACTUAL VOTE BY A MAJORITY OF THE MEMBERS OF SUCH A BODY WHEN SITTING AS A BODY UPON A MOTION, PROPOSAL, RESOLUTION, ORDER OR ORDINANCE. FURTHER, THE ACT CONTAINS PROVISIONS WHEREBY THE CITY CAN BE ENJOINED BY THE COURTS FROM VIOLATING THE ACT.

IF YOU HAVE A DOUBT REGARDING THE LEGALITY OF A CONTEMPLATED MEETING OR ACTION, CONTACT THE CITY ATTORNEY FOR ADVICE.

V. SPECIFIC SCOPES OF RESPONSIBILITY FOR CITY BOARDS AND COMMISSIONS

THE FOLLOWING IS A SUMMARY OF THE SPECIFIC SCOPE OF RESPONSIBILITY FOR EACH CITY BOARD AND COMMISSION AS PROVIDED IN THE MUNICIPAL CODE:

A. BOARD OF APPEALS AND ADVISORS

THE BOARD OF APPEALS IS COMPOSED OF SEVEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE BOARD OF APPEALS MEETS AT 5:00 P.M. ON THE SECOND MONDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. INVESTIGATE AND DETERMINE THE SUITABILITY OF MATERIALS AND METHODS, AND TYPES OF CONSTRUCTION AS ALTERNATIVES TO THOSE SPECIFICALLY PROVIDED FOR BY BUILDING, FIRE AND HOUSING LAWS.
2. PROVIDE INTERPRETATION OF PROVISIONS OF THE BUILDING, FIRE AND HOUSING LAWS AND ADVISE UPON THEIR APPLICATION.
3. CONSIDER AND RECOMMEND TO THE CITY COUNCIL SUCH NEW LEGISLATION PERTAINING TO THE CONSTRUCTION, ALTERATION, REPAIR, USE, MAINTENANCE AND DEMOLITION OF BUILDINGS AND STRUCTURES ON PRIVATE PROPERTY AS MAY BE DEEMED APPROPRIATE.
4. RECOMMEND APPROVAL OF MINOR DEVIATION FROM PROVISIONS OF THE BUILDING, FIRE AND HOUSING CODE PROVIDING THE ALTERNATE TYPE OF MATERIAL OR TYPE OF CONSTRUCTION PROPOSED IS EQUIVALENT TO THE BUILDING CODE, FIRE AND HOUSING REQUIREMENTS IN QUALITY, STRENGTH, EFFECTIVENESS, FIRE RESISTANCE AND DURABILITY.

B. BOARD OF ETHICS

THE BOARD OF ETHICS CONSISTS OF SEVEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE BOARD OF ETHICS MEETS AT THE CALL OF THE CHAIRMAN. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITIES:

1. RECEIVE AND INITIATE COMPLAINTS OF VIOLATIONS OF THE CITY CODE OF ETHICS.
2. HEAR AND INVESTIGATE VIOLATIONS AND TRANSMIT THE FINDINGS TO THE APPROPRIATE AUTHORITY OR CITY OFFICER.

3. RENDER ADVISORY OPINIONS OR INTERPRETATIONS WITH RESPECT TO APPLICATIONS OF THE CODE.
4. PROPOSE REVISIONS OF THE CODE TO INSURE ITS CONTINUING PERTINENCE AND EFFECTIVENESS.

C. CIVIL SERVICE COMMISSION

THE CIVIL SERVICE COMMISSION IS COMPOSED OF FIVE MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE CIVIL SERVICE COMMISSION MEETS AT 6:30 P.M. ON THE SECOND THURSDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING RESPONSIBILITIES:

1. RECOMMEND TO THE CITY COUNCIL, AFTER A PUBLIC HEARING, THE ADOPTION, AMENDMENT OR REPEAL OF CIVIL SERVICE RULES AND REGULATIONS NOT IN CONFLICT WITH THE CHARTER.
2. HEAR APPEALS OF PERMANENT EMPLOYEES IN THE CLASSIFIED SERVICE RELATIVE TO ANY SUSPENSION, DEMOTION OR DISMISSAL.
3. MAKE ANY INVESTIGATION WHICH IT MAY CONSIDER DESIRABLE CONCERNING THE ADMINISTRATION OF PERSONNEL IN THE MUNICIPAL SERVICE AND REPORT ITS FINDINGS TO THE CITY MANAGER AND THE CITY COUNCIL.
4. ASSIST IN THE MAINTENANCE OF PROPER EMPLOYER-EMPLOYEE RELATIONS.
5. PERFORM SUCH OTHER DUTIES AND POWERS AS THE CITY COUNCIL MAY, BY ORDINANCE OR RESOLUTION, CONFER UPON THE COMMISSION.

D. ENVIRONMENTAL CONTROL COMMISSION/HISTORICAL SITE BOARD

THE ENVIRONMENTAL CONTROL COMMISSION/HISTORICAL SITE BOARD IS COMPOSED OF SEVEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE ENVIRONMENTAL CONTROL COMMISSION/HISTORICAL SITE BOARD MEETS AT 7:00 P.M. THE FIRST AND THIRD MONDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. RECOMMEND AND ADVISE THE CITY COUNCIL IN REGARD TO LEGISLATION RELATING TO THE ENVIRONMENT.
2. WORK WITH ALL OTHER BOARDS, COMMISSIONS, AND OTHER AGENCIES, STATE AND FEDERAL GOVERNMENT

IN THE AREA OF ENVIRONMENTAL QUALITY.

3. PROMOTE AND ASSIST COMMUNITY ACTION GROUPS IN THE PRIVATE SECTOR WHOSE EXISTENCE AND PURPOSE IS TO RESHAPE THE COMMUNITY ENVIRONMENT.
4. HOLD HEARINGS, TAKE TESTIMONY OF PERSONS UNDER OATH, IF DESIRED, RELATING TO ANY MATTER UNDER INVESTIGATION OR IN QUESTION BEFORE THE COMMISSION.
5. PREPARE AND SUBMIT TO THE CITY COUNCIL AND THE CITY MANAGER SOON AFTER THE CONCLUSION OF EACH FISCAL YEAR, A WRITTEN REPORT OF ITS ACTIVITIES AND RECOMMENDATIONS.

E. HUMAN RELATIONS COMMISSION

THE HUMAN RELATIONS COMMISSION IS COMPOSED OF SEVEN MEMBERS, APPOINTED TO A FOUR YEAR TERM ON A STAGGERED BASIS. THE HUMAN RELATIONS COMMISSION MEETS AT 7:30 P.M. ON THE SECOND WEDNESDAY OF EACH MONTH. THIS BODY'S RESPONSIBILITIES CONSIST OF THE FOLLOWING:

1. ADVISE AND RECOMMEND TO THE CITY COUNCIL ON MATTERS PERTAINING TO THE PROTECTION AND STRENGTHENING OF THE RIGHTS OF THE VARIOUS RACIAL, RELIGIOUS, ETHNIC AND SOCIO-ECONOMIC GROUPS. THIS IS TO INSURE THAT ALL CITIZENS OF CHULA VISTA REALIZE FULL ENJOYMENT OF THEIR CONSTITUTIONAL PRIVILEGES WITHOUT REGARD TO RACE, CREED OR NATIONAL ORIGIN.
2. ENCOURAGE THE DEVELOPMENT OF MUTUAL UNDERSTANDING AND RESPECT AMONG ALL SUCH GROUPS IN THE CITY.
3. ESTABLISH AND MAKE CONTACT WITH GROUPS IN THE CITY WHICH ARE CONCERNED WITH INTERRACIAL AND INTERCULTURAL UNDERSTANDING.
4. DEVELOP AND IMPROVE PROGRAMS IN COOPERATION WITH VARIOUS DEPARTMENT HEADS TO IMPROVE SERVICE TO ALL CITIZENS.
5. ENCOURAGE UNDERSTANDING OF CITIZEN PARTICIPATION IN LOCAL GOVERNMENT BY PROVIDING A FORUM FOR DISCUSSION.

F. INTERNATIONAL FRIENDSHIP COMMISSION

THE INTERNATIONAL FRIENDSHIP COMMISSION CONSISTS OF TEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE INTERNATIONAL FRIENDSHIP COMMISSION MEETS AT 7:00 P.M. ON THE FOURTH MONDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. ACTING FOR THE CITY COUNCIL, PLAN, DEVELOP AND CARRY OUT ECONOMIC COOPERATION, CULTURAL INTERCHANGE AND MUTUAL UNDERSTANDING ON THE BASIS OF MUTUAL FRIENDSHIP BETWEEN THE CITY OF CHULA VISTA AND HER SISTER CITIES.

G. LIBRARY BOARD OF TRUSTEES

THE BOARD OF LIBRARY TRUSTEES IS COMPOSED OF FIVE MEMBERS, APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE BOARD OF LIBRARY TRUSTEES MEETS AT 6:30 P.M. ON THE FIRST THURSDAY OF EACH MONTH. THIS BODY'S SCOPE OF RESPONSIBILITY IS AS FOLLOWS:

1. ACTS IN AN ADVISORY CAPACITY TO THE CITY COUNCIL IN ALL MATTERS PERTAINING TO CITY LIBRARIES.
2. RECOMMEND TO THE COUNCIL THE ADOPTION OF SUCH BY-LAWS, RULES AND REGULATIONS AS IT MAY DEEM NECESSARY FOR THE ADMINISTRATION AND PROTECTION OF CITY LIBRARIES.

H. PARKING PLACE COMMISSION

THE PARKING PLACE COMMISSION IS COMPOSED OF FIVE MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE PARKING PLACE COMMISSION MEETS AT 4:00 P.M. THE SECOND TUESDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. ACTS AS ADVISOR TO THE CITY COUNCIL ON ALL MATTERS RELATIVE TO PARKING DISTRICTS WITHIN THE CITY.

I. PARKS AND RECREATION COMMISSION

THE PARKS AND RECREATION COMMISSION IS COMPOSED OF FIVE MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE PARKS AND RECREATION COMMISSION MEETS AT 7:00 P.M. ON THE THIRD THURSDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. ACTS IN AN ADVISORY CAPACITY TO THE CITY COUNCIL IN ALL MATTERS PERTAINING TO PARKS, RECREATION AND PLAYGROUNDS.
2. CONSIDERS THE ANNUAL BUDGET FOR PARKS AND RECREATION PURPOSES DURING THE PROCESS OF ITS PREPARATION AND MAKES RECOMMENDATIONS TO THE CITY COUNCIL.
3. ASSISTS IN THE PLANNING OF A RECREATION PROGRAM FOR THE INHABITANTS OF THE CITY; PROMOTES AND STIMULATES INTEREST IN THE PROGRAM.
4. SOLICITS TO THE FULLEST EXTENT POSSIBLE THE INTEREST AND COOPERATION OF SCHOOL AUTHORITIES AND OTHER PUBLIC AND PRIVATE AGENCIES IN THE RECREATION PROGRAM.

J. PLANNING COMMISSION

THE PLANNING COMMISSION IS COMPOSED OF SEVEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE PLANNING COMMISSION MEETS AT 7:00 P.M. ON THE SECOND AND FOURTH WEDNESDAY OF EACH MONTH IN BUSINESS SESSION. STUDY SESSIONS COMMENCE AT EITHER 5:00 OR 7:00 P.M. ON THE THIRD WEDNESDAY OF EACH MONTH. THIS BODY HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. RECOMMENDS TO THE CITY COUNCIL THE ADOPTION, AMENDMENT OR REPEAL OF A MASTER PLAN OR ANY PART THEREOF FOR THE PHYSICAL DEVELOPMENT OF THE CITY.
2. EXERCISES SUCH FUNCTIONS WITH RESPECT TO LAND SUBDIVISIONS, PLANNING AND ZONING AS MAY BE PRESCRIBED BY STATE LAW AND LOCAL ORDINANCE.

K. SAFETY COMMISSION

THE SAFETY COMMISSION CONSISTS OF SEVEN MEMBERS APPOINTED TO FOUR YEAR TERMS ON A STAGGERED BASIS. THE SAFETY COMMISSION MEETS AT 3:30 P.M. THE SECOND AND FOURTH WEDNESDAY OF EACH MONTH. THE SAFETY COMMISSION HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. CONCEIVES AND DEVELOPS IDEAS AND SUGGESTIONS WHICH WOULD SPECIFICALLY OR GENERALLY CONTRIBUTE TO THE IMPROVEMENT OF PERSONAL OR PROPERTY SAFETY WITHIN THE CITY.

2. RECEIVES AND PROCESSES SUCH IDEAS FROM ANY INDIVIDUAL OR GROUP OF INDIVIDUALS AND, AFTER CONSIDERATION AND STUDY, MAKES APPROPRIATE RECOMMENDATIONS, BY RESOLUTION, TO THE CITY COUNCIL.

L. YOUTH COMMISSION

THE YOUTH COMMISSION IS COMPOSED OF NINE MEMBERS APPOINTED TO ONE YEAR TERMS ON A REGULAR BASIS. THE YOUTH COMMISSION MEETS AT 5:00 P.M. ON THE FIRST THURSDAY AND THIRD TUESDAY OF EACH MONTH. THE YOUTH COMMISSION HAS THE FOLLOWING SCOPE OF RESPONSIBILITY:

1. ESTABLISH A DIRECT COMMUNICATION LINK BETWEEN THE YOUNG PEOPLE OF CHULA VISTA AND THE CITY COUNCIL TO ASSIST IN THOSE MATTERS WHICH ARE OF CONCERN TO THE YOUNG PEOPLE AND, IN TURN, TO THE ENTIRE COMMUNITY.
2. PROVIDE RECOMMENDATIONS AND SUGGESTIONS TO THE CITY COUNCIL AND TO ALL BOARDS AND COMMISSIONS OF THE CITY OF CHULA VISTA REFLECTING THE POINT OF VIEW OF THE YOUNG PEOPLE IN THE COMMUNITY.
3. ASSIGN ONE OR MORE OF ITS MEMBERS TO SIT WITH, AND PARTICIPATE IN, THE DELIBERATION OF VARIOUS BOARDS AND COMMISSIONS OF THE CITY IN ACCORDANCE WITH REASONABLE RULES AND REGULATIONS AS MAY BE ADOPTED BY SUCH BOARDS AND COMMISSIONS.

VI. RESPONSIBILITIES OF COMMISSION MEMBERS

SELECTION AS AN ACTIVE MEMBER OF A CITY BOARD OR COMMISSION PROVIDES AN UNUSUAL OPPORTUNITY FOR GENUINE PUBLIC SERVICE. ALTHOUGH THE SPECIFIC DUTIES OF EACH OF CHULA VISTA'S ADVISORY BODIES VARY WIDELY WITH THE PURPOSE FOR WHICH THEY ARE FORMED, THERE ARE CERTAIN RESPONSIBILITIES COMMON TO ALL BOARD AND COMMISSION MEMBERS. FOLLOWING IS A SUMMARY OF THE IMPORTANT RESPONSIBILITIES OF MEMBERS, AND GUIDELINES WHICH WILL ASSIST IN MAXIMIZING ONE'S CONTRIBUTION TO THE CITY.

A. UNDERSTAND THE ROLE AND SCOPE OF RESPONSIBILITY OF THE BOARD OR COMMISSION

BOARD AND COMMISSION MEMBERS SHOULD BECOME ACQUAINTED WITH THE CITY PROGRAMS WITHIN THEIR GROUP'S SCOPE OF INTEREST BY CONSULTING WITH RELEVANT DEPARTMENT DIRECTORS RESPONSIBLE FOR THESE PROGRAMS. HOWEVER, THE ROLE OF THE BOARD OR COMMISSION IS TO ADVISE THE CITY COUNCIL ON SPECIFIC CITY PROGRAM AREAS AND RELATED POLICIES, NOT TO ESTABLISH CITY POLICY OR ADMINISTER CITY PROGRAMS.

B. BE CAREFUL TO PROPERLY REPRESENT THE BOARD OR COMMISSION

INDIVIDUAL BOARD AND COMMISSION MEMBERS MUST NOT REPRESENT THEIR OWN VIEWS OR RECOMMENDATIONS AS THOSE OF THE BOARD OR COMMISSION UNLESS THE MAJORITY OF THE BODY HAS OFFICIALLY VOTED TO APPROVE SUCH ACTION. BOARD OR COMMISSION MEMBERS MAKING RECOMMENDATIONS OR EXPRESSING VIEWS NOT APPROVED BY A MAJORITY OF A COMMISSION SHOULD INDICATE THEY ARE EXPRESSING THEMSELVES AS PRIVATE CITIZENS. PUBLIC STATEMENTS SHOULD CONTAIN NO PROMISES TO THE PUBLIC THAT PURPORT TO BE BINDING ON THE BOARD OR COMMISSION, STAFF, OR CITY COUNCIL. WHEN MAKING STATEMENTS TO THE PRESS, COMMISSION MEMBERS SHOULD GENERALLY INDICATE THAT COMMISSION ACTIONS ARE RECOMMENDATIONS AND THAT FINAL ACTION WILL BE TAKEN BY THE CITY COUNCIL. COMMENTS TO THE PRESS AND PUBLIC SHOULD BE FACTUAL. INDIVIDUAL "OPINION" MUST BE IDENTIFIED AS SUCH.

C. BE CONCERNED WITH THE ENTIRE COMMUNITY

ALTHOUGH BOARD AND COMMISSION MEMBERS MAY BE SELECTED IN PART ON THE BASIS OF REPRESENTING CLEARLY DEFINED GROUPS, IN ORDER TO ASSURE THAT ALL INTERESTS ARE VOICED AND CONSIDERED, UPON APPOINTMENT EACH MEMBER SHOULD REPRESENT THE OVERALL PUBLIC GOOD AND NOT THAT OF AN EXCLUSIVE GROUP OR INTEREST. THE QUESTION, "WHAT IS GOOD FOR THE ENTIRE COMMUNITY?" SHOULD TAKE PRECEDENCE OVER, "WHAT WILL INCREASE THE ADVANTAGE OF MY INTEREST GROUP?"

D. KEEP THE LINES OF COMMUNICATION OPEN

A BOARD OR COMMISSION IS IN THE UNIQUE POSITION OF SERVING AS A LIAISON BETWEEN THE CITY AND THE GENERAL PUBLIC IN HELPING TO RECONCILE CONTRADICTORY VIEWPOINTS AND BUILDING A CONSENSUS AROUND COMMON GOALS AND OBJECTIVES. THEREFORE, EACH MEMBER MUST SERVE AS A COMMUNICATION LINK BETWEEN THE COMMUNITY AND THE CITY, EXPLAINING CITY PROGRAMS AND RECOMMENDATIONS, AS WELL AS PROVIDING A CHANNEL FOR CITIZEN EXPRESSION.

E. BE CONSCIOUS OF YOUR RELATIONSHIP TO THE CITY COUNCIL AND CITY STAFF

GOOD RELATIONS WITH THE CITY COUNCIL AND CITY STAFF ARE NECESSARY FOR THE SUCCESSFUL OPERATION OF ANY BOARD OR COMMISSION. IT IS IMPORTANT THAT EACH BOARD OR COMMISSION MEMBER RESPECT THE AUTHORITY OF THOSE WHO, IN THE END, WILL BE CHARGED WITH THE FINAL RESPONSIBILITY FOR ACTION TAKEN BY THE CITY. TO AVOID PLACING THE CITY STAFF IN A COMPROMISING POSITION AND TO FACILITATE EFFECTIVE COMMUNICATIONS, IT SHOULD BE CLEAR THAT YOUR ACTIONS AS A BOARD OR COMMISSION MEMBER ARE DONE WITH THE APPROVAL OF THE BOARD OR COMMISSION AS A BODY. IN CONTACTING CITY PERSONNEL ON BUSINESS MATTERS, THE PROPER CHANNEL IS THROUGH THE CITY MANAGER'S OFFICE TO THE DEPARTMENT DIRECTOR OR HIS DESIGNATED REPRESENTATIVE.

F. ESTABLISH A GOOD WORKING RELATIONSHIP WITH OTHER COMMISSION MEMBERS

ON MANY OCCASIONS, THE SUCCESS OR FAILURE OF THE EFFORTS OF A BOARD OR COMMISSION MEMBER IS LARGELY DEPENDENT UPON THE DEGREE OF COOPERATION EVIDENT AMONG THE INDIVIDUAL MEMBERS OF THE BODY. IN ORDER TO BUILD A CONSENSUS AROUND COMMON GOALS AND OBJECTIVES, MEMBERS WILL OFTEN HAVE TO FIRST RECONCILE CONTRADICTORY VIEWPOINTS AND SHOW A WILLINGNESS TO OBJECTIVELY CONSIDER THE REAL AND/OR BASIC ISSUES.

ANOTHER WAY OF DEVELOPING THIS COOPERATION IS FOR EACH BOARD OR COMMISSION MEMBER TO DO HIS PART TO INSURE THAT MEETINGS PROCEED IN AN ORDERLY MANNER. THE CHAIRMAN IS PRIMARILY RESPONSIBLE FOR SEEING THAT CONSIDERATION OF AGENDA ITEMS MOVES ALONG EXPEDITIOUSLY, BUT WITH REASONABLE TIME ALLOCATED TO EACH ITEM. EACH MEMBER CAN ASSIST THE CHAIRMAN BY BECOMING FAMILIAR WITH THE BASIC RULES OF PARLIAMENTARY PROCEDURE AND BY ADEQUATELY PREPARING ANY PRESENTATION HE MAKES TO THE BOARD OR COMMISSION.

OTHER IMPORTANT POINTS WHICH EACH COMMISSION MEMBER SHOULD

CONSIDER IN HIS RELATIONSHIP WITH OTHER MEMBERS ARE AS FOLLOWS:

1. ALWAYS SHOW RESPECT FOR THE OTHER INDIVIDUAL'S VIEWPOINT.
2. ALLOW OTHER MEMBERS ADEQUATE TIME TO PRESENT THEIR VIEWS FULLY BEFORE MAKING COMMENTS.
3. BE OPEN AND HONEST AT ALL TIMES.
4. RECOGNIZE NEW MEMBERS AND SEE THAT THEY ARE MADE WELCOME AND RECEIVE ASSISTANCE IN BECOMING ACQUAINTED WITH THEIR NEW DUTIES.
5. STRIVE TO MINIMIZE POLITICAL ACTION AMONG MEMBERS.

G. PARTICIPATION IN POLITICAL ACTIVITIES

LOCAL GOVERNMENT ELECTIONS IN CALIFORNIA ARE GENERALLY NON-PARTISAN. COUNCIL APPOINTMENTS TO A CITY BOARD OR COMMISSION ARE MADE WITHOUT REGARD TO POLITICAL PARTY AFFILIATION. ACCEPTANCE OF ANY APPOINTMENT TO A BOARD OR COMMISSION DOES NOT IN ANY MANNER RESTRICT INDIVIDUAL CITIZEN PARTICIPATION IN POLITICAL ACTIVITIES OF THEIR CHOOSING AT ANY LEVEL OF GOVERNMENT, BE IT LOCAL, STATE OR FEDERAL. APPOINTEES SHOULD NOT, HOWEVER, USE THEIR APPOINTED OFFICE OR TITLE IN THE CONDUCT OF SUCH ACTIVITY.

VII. ROLE AND AUTHORITY OF CITY BOARDS AND COMMISSIONS

THE PRIMARY ROLE OF CITY BOARDS AND COMMISSIONS IS TO PROVIDE FOR INCREASED PUBLIC INPUT AND CITIZEN PARTICIPATION IN THE DETERMINATION OF CITY POLICIES AND OPERATING PROCEDURES.

MORE SPECIFICALLY, CITY BOARDS AND COMMISSIONS REVIEW AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL ON MATTERS WITHIN THEIR SCOPE OF RESPONSIBILITY AS DEFINED IN THE MUNICIPAL CODE. THEY PERFORM AS A CITIZENS ADVISORY ARM OF THE CITY COUNCIL, FOCUSING ATTENTION ON SPECIFIC PROGRAM AREAS OF THE CITY. HOWEVER, CERTAIN BOARDS OR COMMISSIONS MAY TAKE FINAL ACTION IN PRESCRIBED AREAS. MOST IMPORTANTLY, THESE BODIES SERVE AS VEHICLES FOR PUBLIC INPUT INTO CITY PROGRAMS AND POLICIES. ON SPECIFIC MATTERS REFERRED BY THE CITY COUNCIL, THE COMMISSION SERVES AS AN IMPORTANT REVIEWING BODY OF THE CITY.

BOARDS AND COMMISSIONS MUST SERVE TO REPRESENT THE GENERAL INTERESTS OF THE CITY, NOT SPECIFIC PROGRAM AREAS AND THEIR SPECIAL INTEREST GROUPS. THESE ADVISORY BODIES MUST NOT SERVE SIMPLY AND EXCLUSIVELY AS ADVOCATES FOR CITY DEPARTMENTS AND THEIR OPERATING PROGRAMS. COMMISSIONS, HOWEVER, ARE ENCOURAGED TO EXPRESS THEIR VIEWS ON CITY POLICIES AND PROJECTS WITHIN THEIR SCOPE OF RESPONSIBILITY.

BY CHARTER PROVISION, BOARDS AND COMMISSIONS MUST NOT BECOME INVOLVED IN THE ADMINISTRATION OR OPERATION OF CITY DEPARTMENTS. BOARD OR COMMISSION MEMBERS MAY NOT DIRECT ADMINISTRATIVE STAFF TO INITIATE PROGRAMS, CONDUCT MAJOR STUDIES OR ESTABLISH OFFICIAL POLICY WITHOUT APPROVAL OF THE CITY COUNCIL AND/OR THE CITY MANAGER. CITY STAFF ASSIGNED TO LIAISON WITH BOARDS AND COMMISSIONS ARE AVAILABLE TO PROVIDE GENERAL STAFF ASSISTANCE. THIS INCLUDES PREPARATION OF AGENDA MATERIALS, GENERAL REVIEW OF DEPARTMENT PROGRAMS AND ACTIVITIES, AND PERFORMANCE OF LIMITED STUDIES.

BOARDS AND COMMISSIONS DO NOT ESTABLISH DEPARTMENT WORK PROGRAMS OR DETERMINE DEPARTMENT PROGRAM PRIORITIES. BOARDS AND COMMISSIONS ARE NOT LEGISLATIVE BODIES; THEY PERFORM IN AN ADVISORY CAPACITY. THE RESPONSIBILITY OF ALLOCATING SCARCE PUBLIC RESOURCES PROPERLY RESTS WITH THE CITY'S ELECTED REPRESENTATIVES, THE CITY COUNCIL, AND CANNOT BE DELEGATED TO AN OUTSIDE GROUP, HOWEVER CAPABLE AND INTERESTED IT MIGHT BE.

ONE PRIMARY FUNCTION OF A CITY BOARD OR COMMISSION IS TO ASSIST IN THE FORMATION OF CITY GOALS. WHAT DO PEOPLE SAY THEY WANT IN THEIR CITY? HOW CAN THIS BE TRANSLATED INTO A SET OF

COMPATIBLE, CONSISTENT, LONG- AND SHORT-RANGE CITY GOALS? THE ADVISORY BODY CAN HELP FEED THESE GOALS INTO THE DECISION-MAKING PROCESS, REMEMBERING ALWAYS THAT THE DISTINCTION BETWEEN WANTS AND NEEDS IS A POLICY DECISION AND, THEREFORE, ULTIMATELY RESTS WITH THE CITY COUNCIL.

THE BOARDS AND COMMISSIONS SHOULD WORK AS ONE BODY WITH ALL CORRESPONDENCE TO THE CITY COUNCIL ON THEIR ACTIONS COMING FROM THE BOARD OR COMMISSION CHAIRMAN REPRESENTING THE COMMISSION AS A WHOLE. BOARDS AND COMMISSIONS MAY NOT TAKE "POSITIONS OR STANDS" ON COMMUNITY ISSUES OR PENDING STATE AND FEDERAL LEGISLATION EXCEPT IN THE FORM OF A RECOMMENDATION TO THE CITY COUNCIL.

SELECTED COMMISSIONS AND BOARDS ARE REQUIRED TO PERFORM A GENERAL REVIEW OF CITY PROGRAMS UNDER THEIR SCOPE OF INTEREST ON AN ANNUAL BASIS. THIS REVIEW ENCOMPASSES THE FOLLOWING:

1. AN EVALUATION OF CITY PROGRAMS WITH RESPECT TO THEIR RESPONSIVENESS TO OVERALL CITY GOALS AND SPECIFIC PROGRAM OBJECTIVES ESTABLISHED BY THE CITY COUNCIL AND INCORPORATED INTO THE CITY BUDGET.
2. AN EVALUATION OF THE COMMISSION'S CAPACITY TO ACHIEVE ITS GOALS AND OBJECTIVES WITHIN ITS SCOPE OF RESPONSIBILITY AS DEFINED IN THE MUNICIPAL CODE AND RELATED COUNCIL RESOLUTIONS.

THIS EVALUATION IS INTENDED TO FOCUS ATTENTION ON THE OVERALL EFFECTIVENESS OF CITY PROGRAMS AND THE CAPACITY OF A BOARD OR COMMISSION TO MEET ITS OBJECTIVES. THIS IS NOT INTENDED TO BE A PROFESSIONAL EVALUATION OF THE ADMINISTRATION OR OPERATION OF CITY DEPARTMENTS. THE ANNUAL REVIEW AND SUBMISSION OF FINDINGS AND RECOMMENDATIONS IS FORWARDED TO THE CITY COUNCIL. THE CITY COUNCIL WILL CONSIDER EACH BOARD OR COMMISSION'S ANNUAL REPORT DURING REVIEW OF THE CITY'S ANNUAL BUDGET.

BOARDS AND COMMISSIONS DO NOT BECOME INVOLVED IN REVIEWING OR MAKING SPECIFIC RECOMMENDATIONS ON A DEPARTMENT'S OPERATING BUDGET. COMMISSIONS, HOWEVER, ARE ENCOURAGED TO ANNUALLY REVIEW AND COMMENT ON RELEVANT DEPARTMENT PROGRAMS AS THEY AFFECT THE COMMUNITY. IF BOARDS OR COMMISSIONS HAVE QUESTIONS OR ARE CONCERNED WITH PARTICULAR ISSUES, THE CITY MANAGER SHOULD BE CONTACTED TO REVIEW THE MATTER.

VIII. GUIDELINES FOR CITIZENS ADVISORY COMMITTEES

IN ADDITION TO BOARDS AND COMMISSIONS, WHICH ADVISE THE CITY COUNCIL ON GENERAL PROGRAM AREAS OF THE CITY, THE COUNCIL MAY ALSO PERIODICALLY ESTABLISH SPECIAL CITIZENS ADVISORY COMMITTEES TO STUDY AND REVIEW SPECIFIC PROBLEMS OR ISSUES. CITIZENS ADVISORY COMMITTEES ARE MUCH MORE LIMITED IN SCOPE THAN REGULAR BOARDS OR COMMISSIONS. THEY USUALLY HAVE A RELATIVELY SHORT LIFE SPAN AND ARE DISBANDED AFTER COMPLETION OF THEIR SPECIFIC STUDY OR REPORT TO THE CITY COUNCIL. THE CITY COUNCIL MAY ALSO ESTABLISH ADVISORY COMMITTEES TO REVIEW AN ONGOING SPECIFIC PROGRAM AREA SUCH AS "THE MAYOR'S ADVISORY COMMITTEE ON AGING".

THE DUTIES OF CITIZENS ADVISORY COMMITTEES ARE NOT SPECIFICALLY DEFINED IN THE MUNICIPAL CODE. INSTRUCTIONS AND AREAS OF RESPONSIBILITY ARE PROVIDED BY THE CITY COUNCIL AS NECESSARY. MEMBERS OF CITIZENS ADVISORY COMMITTEES ARE NORMALLY APPOINTED BY THE CITY COUNCIL FOR THE DURATION OF THE COMMITTEE'S WORK. COMMITTEE MEMBERSHIP VARIES IN SIZE AND IS NORMALLY LARGER THAN THAT OF A STANDING BOARD OR COMMISSION BECAUSE OF THE NATURE OF THE COMMITTEE'S RESPONSIBILITIES.

MEMBERS OF CITIZENS ADVISORY COMMITTEES SHOULD BECOME FAMILIAR WITH THE HISTORY, GOVERNMENT AND ADMINISTRATIVE ORGANIZATION OF THE CITY IN ORDER TO GAIN A PERSPECTIVE ON THEIR CHARGE. CITIZENS ADVISORY COMMITTEES ARE OPERATED ON AN INFORMAL BASIS AND IT IS NOT NORMALLY NECESSARY FOR THEM TO ESTABLISH BY-LAWS. HOWEVER, THEIR MEETING SCHEDULES AND GENERAL OPERATING PROCEDURES SHOULD BE DISCUSSED AND AGREED UPON BY THE MEMBERS AT THEIR FIRST MEETING. EACH COMMITTEE SHOULD ELECT A CHAIRMAN AND A VICE-CHAIRMAN.

WHEN NECESSARY, CITY STAFF WILL BE APPOINTED TO PROVIDE CLERICAL AND ADMINISTRATIVE ASSISTANCE. BRIEF MINUTES SHOULD BE TAKEN OF EACH COMMITTEE MEETING, AND GENERAL PARLIAMENTARY PROCEDURE SHOULD BE FOLLOWED. ALL ACTIONS TAKEN BY COMMITTEES SHOULD BE BASED ON A MAJORITY VOTE OF THOSE MEMBERS CONSTITUTING A QUORUM, IN ACCORDANCE WITH STANDARD PARLIAMENTARY PROCEDURES. NOTICES SHOULD BE POSTED IN ADVANCE OF COMMITTEE MEETINGS SO CITIZENS CAN BE AWARE OF MEETING TIMES AND PLACES.

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U.C. BERKELEY LIBRARIES



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